



**Academic Advising at the University of Wisconsin-Whitewater** engages advisors and students in a relational process to define, plan, and achieve success. This syllabus **outlines expectations for students and advisors** and the outcomes students will experience through actively engaging in the advising process throughout their time at the University.

## EXPECTATIONS FOR STUDENTS



Regularly schedule, attend and keep advising appointments



Communicate openly and honestly with their academic advisor regarding issues affecting goals and academic performance



Maintain a professional relationship with their academic advisor, including punctuality, attending meetings, being prepared for appointments, and contacting the advisor in a timely manner if rescheduling a meeting is necessary



Be an active participant in the advising process by preparing questions for their advisor and reviewing grades, AAR, degree audit, etc. to identify courses they would like to take to complete their degree in a timely manner



Take responsibility for their academic success by utilizing the available resources including: WINS, Navigate, AAR, Degree Plans, and reading and responding to emails



Accept responsibility for decisions made during the advising process

## EXPECTATIONS FOR ADVISORS



Create and/or maintain an interactive environment encouraging open communication



Collaboratively review advisee's "program progress," recommend classes for upcoming semesters, and assist student in scheduling



Stay informed of current and changing policies, procedures, and program choices, and provide students with appropriate information relevant to making personal and vocational decisions



Empower their students to take responsibility for their academic success



Be accessible through timely email communication, advising appointments, group advising sessions, and other events relevant to a student's program of study



Use Navigate as the primary advising platform to track scheduling, alerts, advising notes, etc.



Refer students to campus services relevant to the individual student's needs

### Through the advising process, students will

KNOW	DO	VALUE
How to contact their assigned advisor	Utilize resources to identify classes that fulfill their degree requirements	Recognize the benefit of having a relationship with your academic advisor
How to interpret degree requirements	Identify university services to support their wellbeing	Appreciate the value of a university and liberal arts education



The mission of the College of Arts and Communication is to **cultivate and inspire** creativity, diversity, expression, inquiry and integrity through embodied education in the fine performing and communicative arts and professions. **We offer rigorous programs** in music, theatre, dance, and the visual arts; internships, pre-professional opportunities in journalism, advertising, and applied communication, and innovative interdisciplinary studies.

## ADVISING INFORMATION

### Art and Design

Advising sign-up sheets for a one-on-one meeting with your assigned advisor are usually posted on faculty's office doors during the two-week advising period leading up to registration.

### Communication

For face-to-face/in-person majors: You **must** participate in the Communication Department's semesterly advising event where you will receive one-on-one advising from an advisor.

For online-only majors (Online Corporate and Health Communication): you must email [spiegel@uww.edu](mailto:spiegel@uww.edu) to schedule a virtual advising meeting and complete an Advising Worksheet.

For questions, please email [commadvising@uww.edu](mailto:commadvising@uww.edu).

### Media Arts and Game Development

Each semester, all MAGD Majors are required to meet with an MAGD advisor prior to registration. A notice about MAGD Advising is emailed to students a few weeks in advance of the beginning of registration. Students are invited to sign up for an advising session at that time using an online sign up system.

### Music

You **must** participate in the Music Department's semesterly advising event where you will receive one-on-one advising from an advisor. Your assigned advisor's name can also be found in Navigate and WINS.

### Theatre and Dance

Emails are sent to all majors and minors regarding making an academic advising appointment. Students and advisors are expected to meet face-to-face, whether that be in person or via Webex.

## ADVISING MEETING NOTES

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